



**BANGLADESH
INSTITUTE OF
MANAGEMENT (BIM)**

Established in 1961

4, Sobhanbag, Mirpur Road, Dhaka

www.bim.gov.bd



Ref: 36.07.09.00.01.04.2015

Date: 12-09-2019

Sub: “Effective Budget & Budgetary Control”

Dear Sir/Madam,

We are pleased to inform you that Bangladesh Institute of Management (BIM) is going to conduct a one week (5 days) evening course as mentioned above from October 19 to 23, 2019 at Bangladesh Institute of Management, 4, Sobhanbag, Mirpur Road, Dhaka-1207. Brief information about the course such as course contents, course fees etc. are provided in this brochure.

Brief course programme including objectives, course outline etc. is enclosed for your kind perusal and necessary action.

We shall appreciate if you send your nomination(s) of suitable candidate by **October 16, 2019**

Thanking you,

M. Amenoor

Senior Management Counsellor and
Head, Accounting & Financial Management Division
& Course Co-ordinator.

Bangladesh Institute of Management (BIM)

Course on “Effective Budget & Budgetary Control”

OBJECTIVES

Effective budget and budgetary control in the public and private sectors.

COURSE OUTLINE

- Overview of Budgeting and Budgetary Control
- Budget Preparation: Techniques
- Budget Preparation: The Modern Tools
- Utilizing Information Technology in Budget Preparation
- Budget Preparation: Procedures and Processes
- Budget Control Measures
- Budget Evaluation and Review
- Cases and Exercises.

WHO SHOULD ATTEND

Budget, Treasury, Finance, Accounts, Admin and HR Managers/ Officers.

TRAINING METHOD

Lecture, Case Study & Group Discussion.

DURATION: October 19 - 23, 2019

TIMING: 17:30 - 21:30

VENUE: BIM, Dhaka Campus

4, Sobhanbag, Mirpur Road
Dhaka-1207.

FEES: Tk. 7,000/= (Seven thousand) only.

Fees to be paid by Cross Cheque/Bank Draft/Pay Order in favor of **Director General, BIM, Dhaka** (Excluding VAT & Tax).

LAST DATE OF SUBMISSION OF NOMINATION

October 16, 2019

COURSE COORDINATOR:

M. Amenoor

Senior Management Counsellor and
Head, Accounting & Financial Management Division
Cell: 01716-551661
E-mail: amenoor.bim@gmail.com

COURSE SECRETARY:

Md. Sirazul Islam

Cell: 01727654428

SAMPLE NOMINATION FORM

1. Name (Block Letter) :

2. Mailing Address :

(With Phone No.)

3. Permanent Address :

4. Date of Birth :

5. Nationality :

6. EDUCATION :

Certificate/

Year Institute Degree Div./Class

7. TRAINING : (in order of recency)

8. EXPERIENCE : (in order of recency)

9. Name of the Nominating Organization:

10. Accommodation in BIM Hostel:

YES NO

DHAKA CAMPUS

11. Approval / Signature of the

Nominating Authority : _____



BIM DHAKA OFFICE

4 Sobhanbag, Mirpur Road Dhaka-1207



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BIM CHITTAGONG SUB-OFFICE

Chandgaon Residential Area
Post: Chandgaon



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BIM KHULNA SUB-OFFICE

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76 23 91

COURSE ON

**EFFECTIVE BUDGET AND
BUDGETARY CONTROL**

October 19 - 23, 2019



BANGLADESH INSTITUTE
OF MANAGEMENT (BIM)

